

8 October 1970

MEMORANDUM FOR: General Counsel
Legislative Counsel
Inspector General
Director of National Estimates
Deputy to the DCI for National
Intelligence Programs Evaluation
Director, Planning, Programming and
Budgeting
Cable Secretariat

SUBJECT : Information for the Equal Employment Opportunity
Program Report to the Civil Service Commission

1. The Agency is to provide the Civil Service Commission with a status report of its Equal Employment Opportunity Program at the end of November 1970. This report will be as specific as possible and will concern the Agency's EEO goals and responsibilities. For your information, attached is a copy of a brochure indicating the direction the Civil Commission is taking regarding employment at lower levels.

2. In order to complete this report, the Director of the Equal Employment Opportunity Program, [REDACTED] is requesting information on actions, practices, programs, or progress in the EEO field. The following is an example of what is being requested:

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Resources: Have any personnel been assigned specific EEO responsibilities or jobs, or received any training or instruction pertaining to administration in this field?

Recruitment: What special or conscious effort has been made to find or consider minority candidates or women in external or lateral recruitment efforts undertaken directly by your directorate?

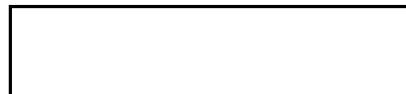
Utilization of Present Skills: What actions or programs have been undertaken to examine or discover unused employee capabilities among minority groups and women, and to utilize them?

Upward Mobility: (a) What special or conscious effort has been made to identify and consider minority employees and women for training related to higher positions (e.g., substantive, supervisory, management, mid-career courses);
(b) appointments, e.g., to committees, boards, task forces;
(c) promotions (both in grade and position);
(d) reassignments (lateral, as well as vertical, which might place the employee on the higher ladder).

Supervisors and Managers: (a) What specific actions have been taken to keep your line of command officers informed of the EEO program and acquainted with employee rights under it, e.g.,
(b) no reprisals for seeking counsel or lodging complaints?
(c) Have heads of offices given instructions to further this program; or evaluated supervisors for their actions in this field?
(d) What steps are taken to keep employees informed of this program and their rights under it (e.g., does each individual employee actually receive the EEO Notice and have access to it thereafter)?

Evaluation and Reports: What special measures are used to evaluate the status of minority employees and women and the measures taken to ensure equal opportunity and improve status; what reports are made on progress in the several fields?

2. Will you please respond to the questions in paragraph 2 as they apply to your office or staff and forward the response to AO/DCI by 6 November 1970. AO/DCI will compile the responses and send one report for the O/DCI area to the Director of the Equal Employment Opportunity Program.



Administrative Officer, O/DCI

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Attachment

